

1523 - COMPUTER OPERATOR

NATURE OF WORK

This is specialized and responsible sophisticated technical work involving the skilled operation of a variety of electronic data processing and computing equipment. Work includes planning, organizing, scheduling, developing, and performing in the area of procedures, work flow, gathering and analyzing data, file maintenance, and minor equipment maintenance.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Operates various types of computer systems and equipments including computer consoles, printers, disk and tape drives, terminal equipment, microcomputers and other related equipments.

Helps to ensure a continuous flow of data through computer systems and maintains records of operations.

Operates peripheral equipments for successful completion of computer jobs. Reports computer security violations to Computer and Communication management.

Assists in the planning, organizing, development and scheduling of operational procedures and operation of computer systems engaged in volume production.

Assist in resolving user question and problems.

Mounts tape reels, monitor usage of consumable supplies such as ribbons, toner, etc. used by the various equipments and replacement of each at recommended intervals.

Inserts and align correct paper stocks for different jobs.

Performs cleaning and maintenance adjustment on computer and related equipments.

Logs tapes, reports and other information or documents to other locations.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the technical operation, adjustment, care, and application of computer processing equipment including key entry machines, and related equipment.

Considerable knowledge of operating system commands such as those used in streaming jobs, running programs, executing utility programs, back-ups, system status, and resolving error conditions.

Knowledge of the numeric, alphabetic, and special codes required for computer and related equipment operations.

Knowledge of the application of data processing to complex accounting and statistical problems.

Knowledge of the principles, practices, and procedures of modern data processing and programs in use, and the functions which are being recorded.

Ability to detect, determine source, and resolve errors.

Ability to perform minor operating adjustments and repairs.

Ability to understand and carry out detailed, and at time complex verbal and written instructions.

Ability to express oneself clearly and concisely, both verbally and in writing.

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Ability to establish and maintain effective working relationships with user departments, other employees, and the general public.

Ability to perform work with little or no direct supervision.

MINIMUM REQUIREMENTS

One (1) year full-time verifiable experience in computer operation of mainframe (or other multi-tasking operating system) and support. Desires: Knowledge and experience in HP 3000 MPE-XL, MS-DOS, MS-WINDOWS, and data communications. Familiar with operational problem analysis and resolution.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling. Ability to lift up to 50 lbs. objects, handling volumes of paper printouts.

SUPERVISION RECEIVED

General and specific assignments are received and work is performed under little or no direct supervision with latitude for the use of independent judgement in the selection of work methods and procedures and is subject to review for compliance with departmental standards and objectives through review of results or work product.

SUPERVISION EXERCISED

Usually none.

Rev. 10/96 (minimum req.)